

6-4-3,4

Help Yourself

Grade Level	Sixth
Minimum Time Required	30 Minutes
Materials/Resources	"Work Habits Self-Evaluation" Worksheet "Good Working Habits Improvement Sheet" Worksheet
Subject Area(s)	Guidance

Project Description:

1. This lesson will help students become aware of some good work habits and give them some idea of how they might improve their performance on schoolwork.
2. Hand out the "Self-Evaluation" worksheet. Ask students to place a check mark in the appropriate box as each question is read.
3. Read each question aloud, explaining to the students that each of these items are things that are good work habits. The object for the students is to determine which habits they have already developed and which habits could use improvement.
4. Have students write a short personal plan of action on how they will improve their school success.

Career Development Standard	Knowledge of the benefits of educational achievement to career opportunities.
Career Development Indicator	Describe individual strengths and weaknesses in school subjects. Describe a plan of action for increasing basic educational skills.
Delivery Level	Review
Academic Standards	
Language Arts	2.1.a Apply appropriate conventions of language in written work. 2.2.c Select and use the writing format required for a specific type of publication. 4.1.b Present oral information in a logical and coherent manner. 4.2.c Use recognized conventions/mechanics of language in personal communication.
Employability/SCANS Skills	Personal Qualities, Thinking Skills, Basic Skills
Assessment/Rubric	Students will be evaluated on their writing assignments.

Submitted by: SD Comprehensive Guidance and Counseling Program Model

Work Habits Self-Evaluation

Place a check mark in the appropriate box for each of the work habits. Rate yourself truthfully.

	Very Good	Good	Need to Improve
1. Listen in class.			
2. Organize my desk and materials.			
3. Write down assignments.			
4. Use a calendar for long-range assignments			
5. Take notes and use them for review.			
6. Use reference materials and dictionaries.			
7. Budget my time for studying.			
8. Take my assignments and books home.			
9. Do not put off doing my assignments for as long as possible.			
10. Review for tests by reading notes, asking other to quiz you and quizzing yourself.			
11. Spend time to memorize when needed.			
12. Read all assignments carefully and read over when necessary.			
13. Have a special book or section of your notebook to keep assignments.			
14. Have a folder with pockets for keeping handouts and pencils.			
15. Before going to bed, set all school supplies together to be ready to go.			
16. Complete all assignments on time.			

Good Working Habits Improvement Sheet

Write down which work habits you are improving and mark under the day each time you do something to improve that habit. Each time that you do something to improve that habit, place check mark under that day of the week. This will help you keep track of how much you are improving.

Habits I'm Improving:

Mon. Tues. Wed. Thurs. Fri.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Some helpful hints:

- ? Study the hardest subject first.
- ? Do the easiest assignment last.
- ? Take short breaks but only after finishing each assignment.
- ? Organize materials before starting.
- ? Turn off the TV and keep any music low.
- ? Review your classroom notes before starting the assignment.
- ? Read the directions carefully before starting.

? Reward yourself by planning future goals that you can look forward to doing.

Example of these goals might be:

"When I finish I can...(go bike-riding, watch a favorite TV show or play with my friends.)